



**SCHOHARIE COUNTY DEPARTMENT OF
PERSONNEL & CIVIL SERVICE**
ANNOUNCES CIVIL SERVICE ***OPEN COMPETITIVE*** EXAMINATION FOR

#63-559 SCHOOL BUSINESS MANAGER

Starting Salary: Varies with District

*Examination Fee – \$8.00

LAST FILING DATE: May 19, 2010

DATE OF EXAMINATION: June 12, 2010

ELIGIBLE LIST: The list resulting from this examination will be used to fill vacancies, as they occur in Schoharie County School Districts.

RESIDENCE REQUIREMENTS: An applicant must have been a legal resident of Schoharie County or one of the six contiguous counties of Albany, Delaware, Greene, Montgomery, Otsego or Schenectady for at least thirty days immediately preceding the test date. The hiring authority may give preference to applicants who live within its jurisdiction.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree including or supplemented by 24 semester credit hours in accounting, business education, or business administration, and one (1) year of business management experience which included accounting and budgeting duties; **OR**
- (B) Graduation from a regionally accredited or New York State registered college with an associate degree in accounting, business administration or closely related field and three (3) years of business management experience which included accounting and budgeting duties; **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) through (B) above.

NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year. (Eighteen (18) to twenty (20) hours constitutes as part-time, anything over 20 hours will be considered full-time.)

DISTINGUISHING FEATURES OF THE CLASS: A School Business Manager is responsible for directing, coordinating and performing a variety of business functions and account keeping activities in a school district. The incumbent is also responsible for overseeing the building and grounds maintenance and custodial activities. Work is performed under the general supervision of the Superintendent of Schools in accordance with pertinent laws and school district policies, with leeway allowed for the exercise of independent judgment in carrying out the work. Supervision is exercised over the work of business office and other assigned staff. Does related work as required.

USE OF CALCULATORS IS RECOMMENDED

SUBJECT OF EXAMINATION: Written test will cover knowledge, skills and/or abilities in such areas as:

- 1. Administrative supervision** These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and his/her subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.
- 2. Fiscal management** These questions are designed to test for a general knowledge of the financial environment within which governments must operate. Questions may deal with, but are not necessarily limited to, such matters as general and governmental accounting; cost analysis; financial analysis; cash management; internal controls; general and governmental purchasing; storeskeeping and inventory control.
- 3. Preparing written material** These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
- 4. School Fiscal Management** This subtest is designed to test for a general knowledge of financial matters as they relate to school business offices. The questions may include, but not necessarily be limited to, such matters as capital and operating budgeting; general and governmental accounting; cost analysis; internal controls; cash management; investment and debt management; insurance and risk management; financial reporting; general and governmental purchasing; transportation; food services; and facilities management.
- 5. Understanding and interpreting tabular material** These questions test your ability to understand, analyze, and use the internal logic of data presented in tabular form. You may be asked to perform tasks such as completing tables, drawing conclusions from them, analyzing data trends or interrelationships, and revising or combining data sets. The concepts of rate, ratio, and proportion are tested. Mathematical operations are simple, and computational speed is not a major factor in the test.
- 6. Understanding and interpreting written material** These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

APPLICATION FEE WAIVED: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a state or local agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. Applications are available in the Personnel Department.

The required examination fee is eight dollars, which may be in the form of a check/money order or cash and must accompany each application. If your application is disapproved, your examination fee will **NOT be returned to you. Please make check/money order payable to the Department of Personnel and include the examination number.*

On the other side of this form is a
Civil Service Examination Announcement by the
SCHOHARIE COUNTY DEPARTMENT OF PERSONNEL & CIVIL SERVICE

**ADDITIONAL INSTRUCTIONS AND REQUIREMENTS (PLEASE BE SURE TO
READ)**

1. **APPLICATIONS:** Information and applications are available from the Schoharie County Personnel Department, P.O. Box #675, Schoharie, N.Y. 12157, by writing, phoning or calling in person (518) 295-8374. A separate application form must be filed for each desired examination. Be sure that all questions are answered. Applications must contain the correct exam title and/or number in order to be considered.
2. **TRANSCRIPTS:** Whenever a college degree is required, submit it along with your application for examination, or as soon thereafter as possible prior to the examination date. If transcripts are not received by the filing date, candidates may sit for the exam but won't be considered for appointment until transcripts are received.
3. **VETERAN'S CREDIT:** Disabled veterans and veterans establish eligibility for additional credits 10 and 5 points, respectively in open competitive examinations and 5 and 2 ½ points in the case of promotion examinations. Points are added to earned scores provided they have not been used to secure permanent appointment or promotion previously. You are allowed the option of waiving these Credits after completion of the examination if you have ranked sufficiently high without them. Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the Armed Forces to apply for and be conditionally granted Veteran's Credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. **No credit may be granted after the establishment of the list.** It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.
4. **INVESTIGATION OF CANDIDATES:** Inquiries may be made as to an applicant's character and ability. Statements made by candidates in their applications are subject to verification.
5. **RATING REQUIRED:** All examinations are prepared and rated by the NYS Department of Civil Service in accordance with Section 23-2 of the Civil Service Law.
5. **ELIGIBLE LISTS:** Appointments from an eligible list must be made from the top three scores/candidates willing to accept appointment. Eligible List will remain in force for at least (1) one year and may be extended for not more than (4) four years.
7. **SALARY:** Eligible candidates who are canvassed for interview for this job title must be willing to accept the minimum salary of the salary range in order to be given consideration for selection.
8. **RELIGIOUS ACCOMMODATIONS – DISABLED PERSONS – MILITARY MEMBERS:**
If special arrangements are required, please indicate such request on your application form.
9. **SENIORITY RATING:** A number of points (.02 per year from date of original permanent appointment in the classified service of the government unit in which promotion is sought) shall be added to the passing score of a candidate participating in a promotional examination.
10. **CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:**
In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.
11. **CROSSFILING: (Use when you want to be on multiple lists in different counties or state)**
If you have applied for any other Civil Service examinations for employment with New York State or any other local government jurisdiction, **you must arrange to take all the examinations at one test site.** If you have applied for **both State and Local Government Examinations, you must arrange** to take all your examinations at the State Examination Center by calling (518) 474-6470 **no later than (2) two weeks before the test date.** If you have applied for other local government examinations, call or write to each Civil Service Agency to make arrangements. You must make your request for these arrangements **no later than (2) two weeks before the date of the examinations.** You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination(s). For this examination call (518) 295-8374 or write to Schoharie County Personnel Department, P.O. Box 675, Schoharie, N.Y. 12157.
12. **AGENCY AFFIRMATIVE ACTION POLICY:**
New York State law prohibits discrimination because of age, race, creed, color, national origin, sex, marital status, disability or sexual orientation. It is the policy of this office to act affirmatively in providing equal employment opportunities, including providing reasonable accommodations to qualified disabled individuals.

Applications and exam announcements are available on our web site at www.schohariecounty-ny.gov

ISSUE DATE: April 19, 2010

SEE REVERSE SIDE

SEE ATTACHED INFORMATION ON STANDARD BACK OF CIVIL SERVICE ANNOUNCEMENT.